

**COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH**

**OFFICE OF THE MEDICAL DIRECTOR**

**TRANSFER OPPORTUNITY  
INTERMEDIATE TYPIST-CLERK  
CLINICAL RISK MANAGEMENT**

The Office of the Medical Director (OMD) is recruiting a qualified individual to fill the vacant position of Intermediate Typist-Clerk (ITC) within OMD's Clinical Risks Management (CRM) Program operations.

**EXAMPLES OF DUTIES:**

- Provides clerical support to CRM staff, including, but not limited to, typing confidential correspondence/reports, charts/spreadsheets; communicating with managers regarding information needed and compliance with completion dates, arranging meetings; scanning; picking up and distributing mail; organizing and maintaining office files and records in CRM/OMD's online and hard copy folders; and processing documents according to procedures.
- Prepares and finalizes letters, correspondence, memoranda, documents, spreadsheets, etc.; and ensures that all materials submitted for signature/approval have been proofed for completeness and accuracy and that all relevant information, attachments, clearances, signatures, etc. are included.
- Gathers data for general information purposes or committee and other special reports, and prepares reports upon request.
- Serves as a back-up to the Safety Intelligence administrator by assigning user roles, preparing reports.
- Provides clerical back-up coverage, whenever needed, within OMD.

**DESIRABLE QUALIFICATIONS:**

- Excellent communication and customer-relation skills. Ability to effectively interact with all levels of staff within DMH, other County departments, contract/outside agencies, and the public.
- Strong computer skills, able to use online programs and willing to learn new applications. Proficient in Microsoft Outlook, Word, Excel and PowerPoint.
- Strong oral and written communication skills, with an emphasis in maintaining the confidentiality of documents and e-mail communications.
- Excellent self-starter with strong follow-through, problem-solving, prioritizing, multi-tasking and organizational skills.
- Responsiveness, flexibility, and ability to work within short and sometimes unanticipated deadlines.
- Strong interpersonal skills; ability to work independently and as a part of an interdisciplinary team.

**Interested employees should submit their résumé, last two performance evaluations, and last two calendar years' time history records by Wednesday, November 4, 2015, to:**

**Victoria Martin  
Office of the Medical Director  
550 South Vermont Avenue, 10<sup>th</sup> Floor, Los Angeles, CA 90020  
Email directly to: [vmartin@dmh.lacounty.gov](mailto:vmartin@dmh.lacounty.gov)  
Phone: (213) 351-6685, Fax: (213) 738-4646**